

**BYLAWS OF
MINNESOTA INDEPENDENT CROP CONSULTANTS ASSOCIATION (MNICCA)**

ARTICLE I. FISCAL AND ADMINISTRATIVE YEAR

Section 1. The fiscal year of the Minnesota Independent Crop Consultants Association (MNICCA), hereinafter referred to as the Association, shall be that period from the previous Annual Meeting through the current year's Annual Meeting.

Section 2. The administrative year of the Association shall be that period from the adjournment of an Annual Meeting to the adjournment of the succeeding Annual Meeting.

ARTICLE II. MEMBERSHIP

Section 1. Election to membership

- a. Candidates for membership in the Association shall submit an application to any Member of the Association. This application shall be approved by the Membership and Rules committee and forwarded to the secretary-treasurer for processing.
- b. A candidate for Honorary Membership shall be nominated by any Member of the Association in good standing at a regular or special meeting of the Association. If the nominee is approved by a majority vote of a legal quorum, the secretary-treasurer shall complete the processing and issuance of a membership card. An Honorary Member shall be elected for life, or until such time as the membership is revoked by a majority vote at a special or regular meeting of a legal quorum for just and sufficient cause.

Section 2. Severance of membership

- a. Voluntary
 - (1) A member in good standing may resign his membership without prejudice at any time.
- b. Involuntary
 - (1) A person shall automatically cease to be a member of the Association when membership has been permitted to lapse or membership has been revoked or withdrawn for any reason by the Council.
 - (2) Any member shall be listed as "delinquent" if dues remain unpaid for thirty (30) days after the due date specified by the Council, and his name shall be dropped from the membership rolls of the Association if the dues remain unpaid for ninety (90) days after the due date. The request of such person for readmission must be accompanied by the dues for the current year plus any reinstatement fee which the Council shall prescribe.
 - (3) An individual may be expelled from the Association by a two-thirds vote of the eligible voters present at an Annual Meeting, and then only when the matter has been presented to the Association by formal action of the Council.
 - (4) Any applicant or member who has been refused membership or suspended, censored or expelled shall have the right to appeal to the Council.

ARTICLE III. DUTIES OF THE EXECUTIVE COUNCIL

Section 1. The Executive Council, hereinafter referred to as the Council, is charged with the general welfare of the Association, shall carry on the work of the Association between Annual Meetings, shall make arrangements for the Annual Meetings and other necessary and desirable activities in accord with the purposes of the Association not provided for otherwise.

Section 2. The Council shall consider all questions before it involving the right and standing of members. The Council shall hear and decide all questions affecting the conduct of members and its decision in such matters shall be final.

ARTICLE IV. DUES

Section 1. Annual dues for Members and Affiliate, \$100; Provisional Members and Academic Members, \$50.00; Sustaining Members, \$250.00; Additional Sustaining \$50; Student Members, \$10.00; and Honorary Members, no fee. (Updates Feb 20, 2023)

ARTICLE V. MEETINGS

Section 1. The Annual Meeting of the Association shall be held in the winter at a time and place to be designated by the Council.

Section 2. At least twenty-five percent (25%) of the voting members shall constitute a quorum.

ARTICLE VI. NOMINATIONS AND ELECTIONS

Section 1. The Nominations committee shall report the names of the nominees for each office of the Association, to the secretary-treasurer forty-five (45) days before the Annual Meeting. The names of the nominees shall be circulated to the membership no later than twenty-one (21) days prior to the Annual Meeting.

Section 2. One or more nominations shall be made for each office of the Association except President, but no member of the Nominations committee shall be eligible for nomination by the committee. The Nominations committee shall secure the consent of the nominee before placing his name in nomination for a given office. Additional nominations may be made in accordance with Article VII of the Constitution.

ARTICLE VII. DUTIES OF OFFICERS

Section 1. President

- a. The President shall preside at all meetings of the Association and the Council. He shall be an ex officio member of all committees except the Nominations committee. He shall conduct the business of the Association under the direction of the Council.
- b. In the absence of the President, the order of succession as presiding officer at meetings of the Association or the Council shall be the President-elect and then the immediate past-President.

Section 2. President-elect

- a. In the absence or disability of the President, the President-elect shall perform all the duties of the President. Should a vacancy occur in the office of the President, the President-elect shall assume the office so vacated as prescribed in Article VI, Section 7 of the Constitution.

Section 3. Secretary-treasurer

- a. The secretary-treasurer shall keep an accurate record of Association membership and proceedings of the Association and Council meetings. He shall inform the President and the Council, from time to time, of duties to be performed at stated times or at stated intervals. He shall issue all calls and notices as instructed by the President or the Council. He shall conduct the correspondence of the Association and shall have custody of all books, papers, records, and documents. He shall maintain a complete record of past members of the Council and officers for

the purpose of establishing information for appointment or election. He shall maintain a set of books showing receipts and disbursements of the Association, and the account of each member. He shall submit a complete financial report at each Annual Meeting, which shall be audited as directed by the Council. He shall have custody of all funds of the Association and shall deposit same as directed by the Council. He shall pay out all monies of the Association as authorized and as directed by the Council.

ARTICLE VIII. COMMITTEES

Section 1. The standing committees of the Association shall be:

- a. Membership and Rules committee
 - (1) This committee shall consist of three Council members and at least three other members appointed by the Council. This committee shall be chaired by a Council member.
 - (2) Duties of this committee are as follows:
 - a. Assist in soliciting members.
 - b. Review all applications for membership and accept or reject them.
 - c. To periodically examine the eligibility of all members and make recommendations concerning cancellation of memberships when necessary.
 - (3) Membership Application Procedure
 - a. A prospective member submits an application for membership to the Association.
 - b. The Membership and Rules committee processes the application and checks references, with specific directives from the Membership and Rules chairman.
 1. The Membership and Rules committee may appoint a specific member to act as a sponsor in processing the application. This sponsor shall conduct a personal interview with the applicant.
 2. The application is to be processed and references checked within ten (10) days of receipt by the committee.
 - c. Upon favorable review of the application within Constitutional provisions, the prospective member's application is made known to all current voting members, asking for comment within a thirty (30) day period.
 - d. Unfavorable views must be submitted in a written form to the Membership and Rules committee chairman. All views expressed will be held in confidence by the Membership and Rules committee.
 - e. If unfavorable views are expressed by any member, the application is sent back to the Membership and Rules committee for further confidential investigation. A final decision shall be made within fifteen (15) days.
 - f. The operating criteria for full membership status in the Association shall be set forth in the Constitution and Bylaws and Code of Ethics as adopted by the Association.
- b. Grievance committee
 - (1) The Council shall be the membership of this committee.
 - (2) Duties of this committee are:
 - a. Review any grievances one member may report against a fellow member.
 - b. Make membership cancellation recommendations to the Membership and Rules committee, when necessary.
- c. Ethics and Principles committee
 - (1) The Ethics and Principles committee shall consist of at least one Council member and at least two other members appointed by the Council.

- (2) Duties of this committee are:
 - a. To develop, maintain, and distribute a Code of Ethics for the Association.
 - b. To maintain a liaison with the University of Minnesota on all matters pertaining to ethics.
 - c. To annually review documentation of continuing education requirements of Members of the Association.
- d. Nominations committee
 - (1) The Nominations committee shall consist of the immediate past-President, and at least two other Members of the Association.
 - (2) Duties of this committee are:
 - a. To provide a list of nominees to the general membership twenty-one (21) days prior to any election.
- e. Education committee
 - (1) The Education committee shall consist of at least three members appointed by the Council and shall be chaired by a Council member.
 - (2) Duties of this committee are:
 - a. To develop and assist in educational programs within the Association or in association with another body.
 - b. To organize summer and winter educational meetings.
 - c. To encourage and develop continuing education for members.
- f. Public Relations committee
 - (1) The Public Relations committee shall consist of at least three members appointed by the Council and shall be chaired by a Council member.
 - (2) Duties of this committee are:
 - a. To develop and distribute necessary publicity for the Association.
 - b. To promote working relationships with individuals and groups that affect the crop consulting profession.

Section 2. All committee chairmen and committee members except the chairman of the Nominations committee shall be appointed by the Council.

Section 3. All committee chairmen shall serve for one year unless otherwise dictated by the Council.

Section 4. Each committee shall submit a written annual report to the Council on a date specified by the Council and to the Association at the Annual Meeting.

Section 5. The Council will provide, as required, for the formation of joint committees with other groups for the promotion of measures in harmony with the declared objectives of the Association.